II System Processing Schedule and Cycle

CALSTARS is a system with established operating hours and service levels. This chapter describes the system availability, processing schedule and cycle, service levels, system programs and outputs.

SYSTEM AVAILABILITY

CALSTARS is available for keying table maintenance and accounting transactions as shown in the following schedule. Except for Saturday processing, this same schedule is used throughout the year. Exceptions are announced on the CALSTARS News.

Time		Day of the Week					
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
12:00 Midnight		YES	YES	YES	YES		
3:00 AM	NO	NO	NO	NO	NO	NO	NO
6:00 AM							
	YES	YES	YES	YES	YES	YES	YES
1:00 PM						1/, 2/	
3:00 PM	3/	3/	3/	3/	3/		
6:00 PM	1/	1/	1/	1/	1/, 2/		
	YES	YES	YES	YES	YES	YES	NO
12:00 Midnight							

1/   See the System Availability During Nightly System Processing section.
2/   See the "After Hours" Data Entry Section.
3/   See the Labor/Table Files Availability During Labor Distribution Processing section.

System Availability During Nightly System Processing

System processing begins at 6:00 PM weekdays and 1:00 PM on scheduled Saturdays during July and August. The system is still accessible during the time the system processing cycle is underway. However, transactions cannot be entered with batch Edit Indicator **2** (and briefly Edit Indicator **1**) during system processing. Brief interruptions may occur when using a particular Main Menu function as files are required for system processing. The length of time these restrictions may apply could vary from less than 1 up to 4 hours depending on the transaction volume and the availability of mainframe computer resources. Any external table maintenance or financial transaction batch **entered *after* the file has been accepted for system processing** will be **included in the *next* processing cycle**.

Labor Tables/Files Availability During Labor Distribution Processing

When an agency sets their Organizational Control (OC) Table to run the labor distribution process, their labor tables and files **are not available** that day from 3:00 PM until the labor distribution process is completed. The length of time these restrictions may apply could vary from less than an hour up to 2 hours. Agencies not using the labor distribution process that day will be unaffected.

"After Hours" Data Entry

Transactions entered after system processing (6:00 PM weekdays and 1:00 PM on scheduled Saturdays during July and August) are processed with the **next regular workday's activities**. Data entry is not available from 3:00 AM to 6:00 AM on any day.

System Rollover

System rollover is the point in time that reporting periods change for purposes of financial transaction posting availability. Certain system processes and posting options become available in the new period, and certain periods and posting options are no longer available or not allowed for some old periods. There are two types of roll-over in CALSTARS, **month-end** and **year-end:**

Month-end Rollover

The files are "rolled" to open the new month on the **last working day** of each month. Labor Distribution and Cost Allocation/Fund Split processing are **not** run this day and the files are closed at 6:00 PM. See Volume 2, Chapter IV-OC, *System Processing and Rollover*, section for more details.

Cost Allocation/Fund Split Process

The OC Table is read at 10:00 AM. This OC Table update process starts the Cost Allocation/Fund Split process. Generated transactions are saved to be processed at 6:00 PM along with other process activities. The reports from the transaction generator are sent to microfiche and are also saved on ROPES queues CSTA to CSTD and FUND. They remain "Print Ready" for 168 hours (seven days), or until the agency chooses to print them.

Labor Distribution Process

Labor distribution tables are closed at 3:00 PM. Labor distribution table maintenance transactions are edited and the **labor tables** are updated online and ***prior* to** running the labor distribution process. Agencies using the option to upload labor table maintenance must submit their file before 2:30 for it to be processed that day.

The OC Table is updated at 3:00 PM.

CAUTION: *Non-labor, uploaded table maintenance transactions are **not** processed until the 6:00 PM nightly system update process is initiated.*

The Labor Distribution process is performed **in the following sequence**:

1. Timesheet Table
2. Adjustment Timesheet Table
3. Adjustment Payroll Extract Table.

At the beginning of each month, **labor table maintenance** and the **labor adjustment process** are the only Labor Distribution processes allowed until the State Controller's Office Payroll Extract tape is processed by CALSTARS. This usually occurs by the second working day of each pay period.

When the Payroll Extract is available in CALSTARS, the labor distribution process can be run. The transactions generated from the Labor Distribution process and/or the adjustment process are included in the same nightly system update process.

All labor generator reports are sent to microfiche. Some labor control reports are routed to the IEUP ROPES queue. See Volume 6, Chapter II, for a list of labor reports that are produced only on microfiche. See Volume 2, Chapter VI-1, Labor Distribution-Introduction, for a description of the labor distribution process.

Table Maintenance Process

Most CALSTARS tables and files are closed at 6:00 PM. Activity entered during the day is processed that night. OC and uploaded non-labor table maintenance transactions are processed prior to error correction transactions or any new accounting transactions. Agencies using the option to upload external table maintenance files to CALSTARS must submit their files before 5:30 PM for them to be processed that night.

Table activity reports and any requested table listings are routed to the agency's printer through ROPES to the TBLE queue. Printing begins at the conclusion of table processing. This usually takes place around 7:00 PM, after the ROPES queues are reorganized and the previous day's printed reports are purged, as applicable. See Volume 2, Chapter IV, Table Maintenance, for the sequence in which each table is updated.

Error Correction Process

Error correction transactions for the day are processed after any table maintenance transactions. All error correction transactions entered during the day are matched to the CALSTARS Error File. Valid corrections are processed and invalid corrections are rejected. All valid error correction transactions go through the nightly system update process, referenced in ROPES as IEUP. Output reports are printed in the ROPES queues identified as IEUP, DREC and ERRC ROPES queues.

Nightly System Update Process

The nightly system update process, also referred to as IEUP (**I**nput, **E**dit, **UP**date), is used for all CALSTARS financial transactions and error correction transactions. Transactions entered during the day and transactions released from the CALSTARS Error File are edited against tables for valid coding and against the CALSTARS master files for fund control. Valid transactions update the CALSTARS financial master files and invalid transactions are sent to the Error File.

Nightly system update process reports are printed immediately *following* table maintenance. Printing on agency printers should be complete by 7:00 AM on regular workdays.

CALSTARS PROCESSING CYCLE

For economy and transaction control, CALSTARS uses a "batch" process. Financial transactions input during the work day do **not** have any effect on the financial files at the time of input although the online shadow files may temporarily post "shadow postings" during the day. The transactions are held in a Transaction Input File until the end of the day. After the system closes on workdays, all transactions are processed at one time through the CALSTARS batch programs. The CALSTARS

batch programs are designated CFB100 through CFB900 and CSBB40. Each program has a specific purpose and are run in a specific order.

Batch Process Programs

The CALSTARS batch processing programs include:

- ✪ CFB100 - Data Input and Classification
- ✪ CFB200 - Error Correction
- ✪ CFB300 - Input Edit Update
- ✪ CSB600 - Primary Master File Update
- ✪ CFB700 - Generate Posting Record for Secondary Files
- ✪ CFB710 - History File Update
- ✪ CFB720 - General Ledger File Update
- ✪ CFB730 - Operating File Update
- ✪ CFB740 - Subsidiary File Update
- ✪ CFB770 - Vendor Payment File Update
- ✪ CFB780 - Warrant Write File Update
- ✪ CFB790 - Outstanding Check File Update
- ✪ CFB800 - Error File Update
- ✪ CSB9*NN* - (Series) Table Maintenance Reports and Updates
- ✪ CSBB40 - Budget Files Update.

See Volume 6, Chapter I, Introduction, for a description of the primary and secondary master files. Listed below is a short description of each program. They all play some part in the nightly system update process.

Program CFB100
This program checks all financial transactions for proper format, valid organization code, and presence of a batch header. It produces a report of valid record counts for use in the Daily Batch Reconciliation. Financial transactions are sorted into the following types:

- ✪ Valid accounting transactions
- ✪ Error correction transactions
- ✪ Claim schedule maintenance transactions
- ✪ Rejected records, which are sent to the Error File Update (CFB800).

Program CFB200
This program applies the input error correction transactions to the accounting transactions in the Error File. It produces a report of error record counts used in the Daily Batch Reconciliation. Matching records are sent to Program CFB300. Non-matching records are sent to the Error File Update (CFB800).

Program CFB300
This program performs data-related edits on accounting transactions from CFB100 and released or modified error correction transactions from CFB200. It performs Batch level edits, table look-ups, and validates data elements. Accounting transactions are sorted into the following groups:

✪ Transactions that post to the Primary files -- to Program CSB600.
✪ Transactions that post to the Secondary files -- to the *CFB7NN* programs.
✪ Transactions with no Primary File posting **and** *with fatal errors* to Program CFB800.

Program CSB600
This program performs all of the financial edits that are data and fund related. If no fatal errors are found, the transactions are posted to the Primary files and sent to the CFB7*NN* programs. Any transaction *with a fatal or warning error* is sent to program CFB800.

Program CFB7*NN* (Series)
The CFB7*NN* series of programs updates the Secondary files. They produce counts of activity that are used in the Daily Batch Reconciliation.

Program CFB800
This program processes all error transactions. Transactions with warning messages are listed only on the CFB800-2 Report. Transactions with fatal messages are listed on the CFB800-2 **and** CFB800-3 Reports. Transactions with fatal errors are written to the Error File. See Volume 4, Error Correction for more information on this process.

Program CSB9*NN* (Series)
This series of programs update CALSTARS **tables** *prior* to the start of the CFB100 program. Accounting transactions always process against the latest version of the tables. Except for the OC table, all tables are updated online immediately. Therefore, the majority of table maintenance processed by these programs are from uploaded external files.

Program CSBB40
This program receives Budget Expenditures and Revenues posting records from CFB700. Current year transactions are posted to the CY-S10 and CY-S10R files. Prior year transactions are posted to the PY-S10 and PY-S10R files. These files are used to report end-of-year budget data.